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MEMORANDUM FOR: Associate Deputy Director for
Intelligence

SUBJECT: CRS FY 1974 Cuts and Services
of Common Concern

1. CRS cannot take a 10% reduction in strength without cutting into existing services of common concern. In planning previous CRS cuts, these common concern services have been more or less untouched. To plan this reduction, assumptions or instructions are necessary on how the 1974 cuts may impinge on these services. The following paragraphs contain assumptions on which I shall plan the CRS cuts unless instructed otherwise. The apparent alternatives to cutting in to services of common concern are as drastic as eliminating the Library and the SAFE team and something else. Assumptions concerning reduction in services of common concern are essential prior to drafting assumptions concerning reductions of internal services.

2. Publication Procurement (DCID 2/5)

CRS will not reduce significantly the manpower devoted to coordinating the overseas activities of the State Department personnel engaged in acquiring foreign publications. The overseas end of this program is so understaffed that a cut on this end would have an unacceptable effect on CIA procurement. On the other hand, the planned reallocation of resources for improving the program will not be carried out.

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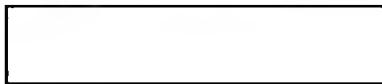
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3. Document and Information Services

- CRS will resist expansion of its Community storage and retrieval role. (EO 11652's Data Index makes this a questionable objective in any case.)

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- CRS will not build new or modify existing machine files for COINS or other Community objectives. (Current policy but the environment is apparently changing and pressure is beginning to grow.)

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- CRS will not make any particular effort to be able to fulfill the commitment to serve as back-up to INR with file restoration capability for the countries "abandoned" by INR. (Does someone need to talk to INR?)



- I will not honor my informal and still unaccepted commitment to supply INR with subsets of CRS document library holdings unless INR provides the clerical manpower to get the process started. (CRS probably could keep this arrangement operating with a part-time contract employee - if authorized.) (I will inform INR.)

OK

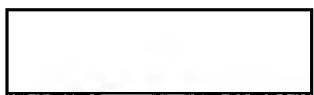
- CRS will begin to adhere more strictly to the existing DIA-CIA rules of service to DoD. These rules restrict service on nonmilitary subjects.

OK

4. Biographic Services (DCID 1/9)



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CRS will have the option of refusing service to non-USIB agencies, requested by either State or directly, when time and resources are insufficient to meet all demands. (This option will result in better biographic service for all elements of the DoD and the law enforcement agencies coming through DDO than for non-USIB agencies engaged in international economic activities.)

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- CRS will have the option of using stock reports (up to two years old) to respond to all requesters except the Secretary and Undersecretary of State and the White House proper. Currently, stock reports are used only when time is insufficient for any other response. Ad Hoc reports, moreover, currently are tailored to the requirements of the particular requester. This assumption implies, consequently, a major degradation in the quality of service rendered by CRS to a variety of senior federal officials.

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- I assume that I will not be able to modify current arrangements with NSA in order to obtain additional manpower to cover file building and maintenance costs.

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- CRS will refuse to honor DoD requests for military biographic service - referring such requesters to DIA.

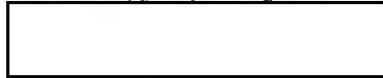
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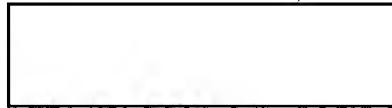


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- The CRS Biographic Handbook Program currently on a two to three year maintenance cycle will be "stretched out"--this will decrease its overall effectiveness to foreign service posts. This is a major cut in service to the Department of State and in CRS capacity to provide very rapid service to all customers.

5. As indicated above, I intend to operate within these general assumptions in planning the FY 1974 reductions for CRS unless I receive different instructions from your office.



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H. C. EISENBEISS
Director, Central Reference Service

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